

ARIZONA DEPARTMENT OF HEALTH SERVICES
DIVISION OF BEHAVIORAL HEALTH SERVICES
DIVISION DOCUMENT REVISION NOTICE

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by BOLD print and the symbol [X]. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Margaret Russell at (602) 364-4658 or via electronic mail at russelm@azdhs.gov.

DIVISION DOCUMENT	ADHS/DBHS PROVIDER MANUAL	ADHS/DBHS POLICY AND PROCEDURES MANUAL	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
REVISION [X]		[X]		
DIVISION DOCUMENT	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
REVISION [X]				
DIVISION DOCUMENT	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
REVISION [X]				

ADHS/DBHS POLICY AND PROCEDURES MANUAL MI 5.3, Pre-Admission Screening and Resident Review (PASRR)

Policy #	TITLE	DESCRIPTION OF CHANGE	Effective Date
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 Scope	Added "Regional Behavioral Health Authorities" to "(RBHA)"	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 C. Policy	"Nursing facilities," "nursing facility" to replace "NFs," "NF"	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 C. Policy	Removed "(SMI)" and "(MR)"	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 D. References	Added references	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 E. Definitions	Revised language regarding Serious Mental Illness (SMI) definition in 2., including reference to diagnostic tool Provider Manual Attachment 3.10.1; Distinguished "serious mental illness diagnosis" from "Serious Mental Illness Determination"; added reference A.A.C.92-21.	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 E. Definitions	Revised Mental Retardation (MR) definition in 3, to include reference to the American Association on Mental Retardation language and web address.	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 E. Definitions	Removed capitalization of "serious mental illness" in 4.; replaced "mental health authority which" with "Arizona Department of Health Services, Division of Behavioral Health Services (ADHS/DBHS) that"; replaced "which necessitates supervision . . ." with "and requiring inpatient/hospital psychiatric treatment, that necessitates supervision by trained mental health personnel" in 4b.	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 F. Procedures	Replaced "MR/SMI" with "serious mental illness and/or mental retardation" in 1a. Replaced "MR/SMI" with "serious mental illness and/or mental retardation" in 1b.	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 F. Procedures	Replaced "Attachment A" with "Form MI 5.3.1" in 2a.	5/15/2007
MI 5.3 Pre-Admission Screening and Resident	MI 5.3 F. Procedures	Added "or for inter-facility transfers from another NF," to 2c.	5/15/2007

Review			
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 F. Procedures	<ul style="list-style-type: none"> • In first sentence of 3. deleted "and if", inserted "documents are forwarded to the PASRR Coordinator within the ADHS/DBHS Bureau of Quality Management Operations"; • Created second sentence inserting "If"; replaced "SMI" with "serious mental illness diagnosis;" inserted reference "(See Provider Manual . . ."; replaced "given" with "forwarded;" replaced "Arizona Department of Health Services . . ." with "ADHS/DBHS Office of the Medical Director"; • In third sentence moved placement of phrase "to determine if a person . . ." to end and replaced "MR" with "mental retardation," added "Alternatively," replaced "(DES/DDD)" with "(ADES/DDD) PASRR Coordinator"; • In fourth sentence replaced "(SMI and MR) the referral" with "(both serious mental illness and mental retardation), referrals," replaced "is made" with "are forwarded" and replaced "DES/DDD" with "ADES/DDD;" • In first sentence of 4. replaced "referral" with "PASRR Level I screening"; inserted "if needed"; inserted "or designee (must be a Board-eligible . . ."; deleted "when necessary"; • In 4b. inserted "legal"; replaced "notifying them" with "that contains notification"; • In 5a. replaced "referral" with "PASRR Level 1 screening"; • In 6. inserted "includes the following criteria:"; replaced "(Attachment B)" with "(Form MI 5.3.2)"; • Replaced entirety of 6b.; • Replaced entirety of 6c.; • Replaced 6b. content with 6d., and replaced "report" with "and notices," removed "personal," replaced "needs" with "background, . . ."; • Inserted entirety of 6e.; • Replaced 6c. content with 6f., and replaced in first sentence: "Current and relevant assessment information" with "Evaluators may use relevant evaluative data,;" spelled out "PASRR" as "preadmission screening or resident reviews"; deleted "process may be utilized"; added "if the data are considered valid and accurate and reflect the current functional status of the individual." • Added second sentence, "However, in the case of individualized evaluations, to supplement and verify the currency and accuracy of existing data, the State's PASRR program may need to gather additional information necessary to assess proper placement and treatment.;" deleted "Findings must correspond . . ." • Replaced 6d. content with 6g; replaced "(Attachment C)" with "(Form MI 5.3.3)"; change to sentence structure; • In 7. inserted "or designee . . ." and "makes final Level II placement"; • Replaced 8. content with 10.; changed sentence structure and inserted "determined to have a serious mental illness"; deleted "occurs" and inserted "has been noted in order"; replaced "of those persons" with "in the resident's"; • Replaced 9. with 8.; replaced "AHCCCS" with "Arizona Health Care Cost 	5/15/2007

		<p>Containment System, Division of Health Care Management (AHCCCS/DHCM) PASRR Coordinator"; deleted "the"; inserted "legal";</p> <ul style="list-style-type: none"> • Replaced 10. content with 9.; In second paragraph, inserted "the evaluator must"; • Replaced 11. content with 12.; inserted "or designee . . ."; deleted "through comprehensive psychiatric evaluation"; replaced "in the following circumstances" with "based on individual evaluations . . ."; added references; • 12b. inserted "and"; • inserted entirety of 12c. • Inserted entirety of 11. • Replaced 12. content with 13.; changed 13a. sentence structure and language; replaced "must be notified of their right to appeal" with "must be provided notice and the right to appeal, including the right to request an administrative hearing"; deleted sentence "Appropriate placement recommendations . . ."; • Inserted 13b. in its entirety; • Replaced 12b. content with 13c.; inserted "and to make available witnesses necessary to assist with the defense of the decision on appeal"; deleted second sentence "The RBHA must also provide . . ."; • Replaced 13. content with 14.; replaced "5 years" with "6 years"; replaced "42 CFR part 447" with "A.R.S. § 12-2297" • Replace 14. content with 15.; deleted "annual"; replaced "shall be" with "will be"; replaced "Psychiatrists" with "psychiatrists"; inserted "as needed"; deleted "by ADHS/DBHS"; 	
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 G. Approved By	<ul style="list-style-type: none"> • Replaced "Leslie Schwalbe" with "Eddy Broadway" and replaced "Jerry L. Dennis, M.D." with "Laura K. Nelson, M.D."; 	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 Attachment A	<ul style="list-style-type: none"> • AHCCCS current version of "PASRR Screening Document Level I" included; 	5/15/2007
MI 5.3 Pre-Admission Screening and Resident Review	MI 5.3 Attachment B	<ul style="list-style-type: none"> • Renamed "Form MI 5.3.2 Level II PASRR Psychiatric Evaluation"; • Bolded "If yes" and "If no" throughout form; changed some text from all caps to regular text; removed underline from certain text; • Header format change to include "Evaluator Initials" and "Date" sections at top right; moved "Name", "SS Number" and "DOB" to top left for consistency; removed "Attachment B" and page numbers; • On footer, deleted "Performed by:", "Date", "Title" sections; • On first page removed "Physician's Certification"; inserted "Nursing Facility Appropriate and/or Specialized Services" in text box; added "of Evaluator" to signature line; created shaded text box at bottom of page with formatted yes/no text boxes; replaced "SMI" with "serious mental illness"; moved "BOARD CERTIFIED" to right side of form; 	5/15/2007

		<ul style="list-style-type: none"> • In 1. removed "*" after "STOP" and before "DOCUMENT . . ."; moved "DOCUMENT . . ." sentence up; removed "(HISTORY & EXAM, Page 2)"; • In 2. replaced ", according to the criteria of the Arizona SMI checklist? If no, see above" with "qualifying diagnosis per PM Attachment 3.10.1? If yes, proceed to question 3. If no, STOP. DOCUMENT FINDINGS ON NEXT PAGE."; • In 3. replaced "In your professional opinion . . . a. Nursing Facility (NF) appropriate: Please explain Why"; with "Does this patient require Nursing Facility (NF) level of care? If yes, please explain why:"; • Replaced 3b. content with 4.; replaced "Specialized Services" with "Does this patient require Specialized Services"; added "If yes,"; • Replaced 3c. with 5.; replaced "If so, what?" with "If yes, what services:"; added yes/no check boxes; • On second page boxed "History and Examination" for consistent formatting; justified alignment of Identifying Data list to center-left; inserted "Examination" before "time"; "Patient" before "Age"; replaced "Sex" with "Patient Gender"; deleted "Current" before "Marital Status"; deleted "Background" and inserted "Race/" before "Ethnicity"; deleted "Background" after "Occupational"; • Added "AND TREATMENT (including past psychotropic medications and hospitalizations)" to third section; • On page three added boxed "History and Examination Con't"; inserted "SURGICAL" before "HISTORY" in title; reformatted history list, inserted "(including hospitalizations)" after "Significant acute and chronic illnesses"; replaced "(Significant family medical history)" with "Pertinent family . . ."; replaced "DRUG ABUSE HISTORY" with "History of substance abuse/dependence and treatment"; removed "TOBACCO HISTORY"; added "(psychiatric and non-psychiatric)" after "Current Medications"; • Moved "Body Systems" section from page nine to three; replaced "(Positive Only)" with "(Pertinent Positives Only)" in title; • On page four of new version, included boxed heading "History and Examination Con't"; inserted "DATE OF MOST RECENT PHYSICAL EXAMINATION"; inserted "SUMMARY OF RECENT PHYSICAL EXAMINATION FINDINGS (Pertinent Positives Only)" section; moved "MUSCULO_SKELETAL" and "NEUROLOGIC" sections from page 9 to 4; added "SYSTEM (Abnormal Findings Only):" to titles; changed format of abnormal findings lists; added "(Space below for stick figure)"; • On page five of new version, included boxed heading "Psychosocial History"; moved content of section from page 8 of previous version; • Changed format of question 1. to include answer choices to be circled and "Describe any recent changes:" section; • Question 2. replaced "Evaluation of" with "Describe"; added "(Insurances, Care, Providers, Caretakers)" and "Describe any recent changes"; • Inserted 3.; • Renumbered 3. as 4.; deleted "and any recent changes . . ."; reformatted answer section to include answer choices to circle, and "Independent" or "Needs Assistance" options, added "Describe, 	
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		<p>including any assistive devices needed:" section;</p> <ul style="list-style-type: none"> • On page six of new version, included boxed heading "Mental Status Examination"; moved content of section from page 4; • General Appearance, question 2. added "Other/Mixed" to answer choices; deleted question 8. "Make-up"; • Behavior/Attitude, question 1. added "/responsive" after "normal"; 2. added "relaxed"; 4. added "normal/" before "unremarkable"; added "flat/" before "immobile"; 5. added "staring"; added "(chewing)" after "buccolingual-masticator"; added "tongue movements/thrusting"; • Page seven, new version, moved content from page 5; removed bolding of "ASSOCIATION:" and "STREAM OF THOUGHT:" • SPEECH, 2. added "/fluent" after "normal"; • THOUGHT PROCESSES: ASSOCIATION, removed parentheses from "rhyming"; • Replaced section heading "CONTENT OF THOUGHT" with "THOUGHT CONTENT"; replaced "(e.g.)" with "If Yes, describe"; • 1. deleted "(grandiose . . .)" • Deleted headings "PERCEPTION" and "SUICIDAL/HOMICIDAL IDEATION", incorporating questions into list; • Page eight, Inserted title "INTELLECTUAL FUNCTION: (ALL ITEMS IN THIS SECTION MUST BE COMPLETED)" moved content of section from page seven; • Inserted subsection "1. ORIENTATION" and changed format and content with answers to be circled; • Inserted subsection "2. FUND OF KNOWLEDGE" and changed format and content with answers to be circled; • Inserted subsection "3. CALCULATIONS" and answer choices to be circled, deleted "(0-2 Absence or mild . . .)" and "Number of errors"; • Inserted subsection "4. MEMORY" added to and reformatted questions; • Added "5. INTELLIGENCE ESTIMATE"; • Moved "JUDGEMENT" after "INSIGHT"; replaced "Intact:" with answer options; • Replaced "Eg." with "Describe abnormal finding" in TARDIVE DYSKINESIA EXAMINATION; • Moved "ASSETS" section from page six to nine; added "Personal and other" • Deleted "PSYCHIATRIC MEDICATIONS: (list) • Added "This Psychiatric and Medical History . . .", "Psychiatrist's Name", "Signature" and "Date" sections; 	
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MI 5.3 Pre-Admission Screening and Resident Review	Pre-Admission Screening and Resident Review Invoice	<ul style="list-style-type: none">Added "Form MI 5.3.3" above title	5/15/2007
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